



Georgia Department of Revenue - Motor Vehicle Division

Commercial Registration Unit, PO Box 740382, Atlanta, GA 30374-0382



IMPORTANT: We will not be able to process your transaction without ALL required document below, or if there is a balance due on ANY state taxes.

Required Documents for International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA) Transactions ● = Required Document	New Account	Renewal	Adding Vehicles or Fleet	Deleting Vehicles or Fleet	Transferring Vehicles or Fleet	Change Carrier	Authority Change	Adding/Deleting States *	Residence or Business Address	Name Change	New Fleet	Transfer Tag	Weight Change	Make a Payment	Replace IRP Cab Card/Decal	Order IFTA Decal	Replace License Plate/Tag
	↓ Documents Required ↓	↑ Type of Transaction ↑															
International Registration Plan (IRP)																	
Copy of applicant's <u>Georgia Driver's License</u>	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Proof of current <u>Liability Insurance</u>	●	●	●		●	●	●				●	●					
T-138 (Vehicle Schedule A)	●					●	●	●	●	●	●		●				
<u>Employment Lease</u> or <u>Contract</u> that lists <u>USDOT Number</u> (If not under own authority)	●	●	●		●	●					●						
<u>IRS Form 2290</u> (If weight is more than 54,999lbs and purchased more than 60 days ago)	●	●	●								●		●				
<u>Valid, Current Georgia Title</u> or Applied for <u>Georgia Title</u> . Notarized Equipment Lease if leased. Note: If Out of State Title a completed T-17 along with current Out of State Title required.	●		●		●						●	●					
T-140 (Supplement Schedule C)			●	●	●							●					
Proof of Georgia established place of business or three proofs of Georgia residence. (See Page 2 for acceptable forms of each)	●								●	●							
T-139 (Distance Schedule B)	●							●			●						
T-239 (New Account Schedule G)	●																
IRP Renewal Form		●															
IRP Invoice and Account Number														●			
MV-142 (Replacement Cab Card)															●		
MV-141 (Replacement License Plate)																	●
Police Report or Signed "Affidavit of Ownership" document																	●
International Fuel Tax Agreement (IFTA)																	
<u>CRF-IFTA</u> : IFTA Motor Carrier Registration Application (If filing as a business, registration with the Secretary of State's office is Required)	●	●															
Copy of valid <u>Driver's License</u>	●	●														●	
<u>IFTA Order Form</u> : IFTA Motor Carrier Decal-Reorder Form																●	
*States can only be deleted during annual renewal process.																	

Have a question? Feel free to visit our website at <https://www.cvisn.dor.ga.gov> or scan the QR code above for more information.



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Acceptable Proof of Liability Insurance:

1. Insurance Card
2. Insurance Binder
3. Certificate of Insurance

Acceptable Proof of a Georgia Established Place of Business:
1 REQUIRED

1. Georgia Secretary of State Certificate of Organization.
2. Georgia Secretary of State Certificate of Incorporation.
3. Mortgage Statement listing business/individual name.
4. Occupational License listing business/individual name.
5. Business License listing business/individual name.
6. Property Tax Assessment from a Georgia County.
7. Certification of Zoning Compliance Certificate from a Georgia County.

Acceptable Proof of Georgia Residency: **3 REQUIRED**

1. Driver's License issued to applicant by the State of Georgia.
2. Utility Bills in applicant or business name issued in Georgia.
3. Proof applicant or business has vehicle(s) titled in Georgia.
4. Proof applicant has paid Real Estate or Personal Property Tax to Georgia.
5. Proof applicant has paid personal Income Tax to Georgia.
6. Proof owner of corporation is a legal Georgia resident.
7. Federal Income Tax Return filed from a Georgia address.
8. Proof of Incorporation or State authorization to do business in Georgia.
9. Other proof which "clearly" gives evidence of legal Georgia residence.

Title & Vehicle Ownership Requirements:

1. Valid Georgia title must be presented or applied for.
2. Non-Georgia titles must be transferred or a "T-17" title transaction completed/processed prior to registration.
3. Signed and Notarized Lease Agreement is required if leasing vehicle(s).

Additional Requirements:

1. IRS Form 2290 (if required) must be stamped with Efile watermark.
2. IRS Form 2290 (if required) must list current/correct Period at top of form.
3. Power of Attorney is required if not Owner, Partner, or authorized Officer of the Business and/or Corporation.
4. Personal Checks are never accepted as form of Payment.

Reminder:

- Payment Options:
1. Credit or Debit Card (Visa, AMEX, Discover, MasterCard)
 2. Check
 3. Cash
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